



ACCESSORY DWELLING UNIT ZONING CLEARANCE FORM IN SINGLE-FAMILY (R1) ZONE DISTRICTS

Pursuant to Government Code Section 65852.2 (a)(3), this zoning clearance application is required to examine the completeness of an application package intended for the construction of an Accessory Dwelling Unit (ADU) and/or Junior ADU. Once the zoning is deemed “acceptable” by staff, Applicant is responsible to contact Building Division to apply for a building permit with the accepted application package. Note that staff does not perform any building code compliance review in the zoning clearance process. Please anticipate further detailed plan check comments corresponding to the building permit review.

Project General Information

Project Address/Location: _____

Assessor Parcel Number(s): _____ Current Use of Property: _____

Total Existing Sq. Ft.: _____ Total Proposed Sq. Ft. (including basement): _____

Is the site fully accessible for City Staff and/or Commissioner inspection? _____

** Per Government Code Section 65105, City personnel may enter the subject property for inspections, examinations and surveys, provided that the entry does not interfere with the use of the land by those persons lawfully entitled to the possession thereof.*

Applicant's Name: _____

Telephone No.: _____ Email Address: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Property Owner's Name: _____

Telephone No.: _____ Email Address: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

Architect/Designer's Name: _____

Telephone No.: _____ Email Address: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

** If your project includes complete or partial demolition of an existing accessory dwelling unit, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package.*

Project Description: _____

Supplemental Questionnaire

<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>CURRENT SITE USE:</u> What is the current site use? <input type="checkbox"/> single-family dwelling or <input type="checkbox"/> multi-family dwelling.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>PROTECTED TREES AND ARBORIST REPORT</u> Will the proposed ADU fall within the inner 2/3rds of the driplines of any protected tree(s)? If so, please provide an arborist report from an ISA certified arborist for tree protection plan. Please note that trees shall be protected unless the tree is found consistent with the tree removal criteria. Please see more details at the Tree Removal Permit Process handout .
<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>RECORDED CONDITIONS:</u> Is the property subject to any Deed Restrictions, Conditions, Covenants, and Restrictions (CC&Rs), or any other recorded conditions of the subdivision in which it is located? If so, please include it in the submittal package.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>RECORDED EASEMENTS</u> Does the subject property contain any easements or other encumbrances (i.e. public utility easement)? If so, please describe_____. Easement information can be obtained from the property preliminary title report or through the County Surveyor Record Index by pulling out recorded map by searching the property address.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>FLOOD ZONE AND FLOOD WAY:</u> Is the property located in the Flood Zone or flood way? If yes, a non-converted (new construction) ADU will be subject to flood prevention requirements. Applicant shall contact the city's Flood Administrator for more detailed requirements. To obtain the flood zone information, please go to the City Public GIS Viewer by checking the "FEMA Flood Zone" layer under "Layers" function and searching the property address.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>HISTORIC RESOURCES:</u> Is the subject property listed in the City's Historic Resources Inventory report? To verify, please either go to the Historic Resources Inventory (Full Document) or the City Public GIS Viewer by checking the "Historic Resources" layer under "Layers" function.
<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>CODE VIOLATION:</u> Does the property currently have an active code case with the City? If so, Code Case No. _____

Hold Harmless

Applicants must sign this application agreeing to hold harmless the City for any actions related to the permit. This form must be submitted at the time of submittal of the project to the City:

The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project. The City may withhold final maps and/or permits, including temporary or final occupancy permits, for failure to pay all costs and expenses, including attorney's fees, incurred by the City in connection with the City's defense of its actions.

As the ☐ Property Owner; ☐ Applicant; or ☐ Authorized Agent; I certify that the above information is true and correct.

Name: _____

Signature: _____

Date: _____

Note: *If signing as an Authorized Agent, submit evidence of written authorization from the Property Owner.*

SUBMITTAL REQUIREMENTS ACCESSORY DWELLING UNIT ZONING CLEARANCE

Applicant Check Off	APPLICATION, FEE & REQUIRED MATERIALS <i>Applicant shall check off and reference corresponding sheet no(s). in the plan set</i>
<input type="checkbox"/>	1. Completed ADU Zoning Clearance Application Form (this document)
<input type="checkbox"/>	2. Zoning Clearance Application Fee: \$ <i>Pay online or make checks payable to the city of Los Altos. Fees are not refundable.</i>
<input type="checkbox"/>	3. Completed Building Permit Application Form
<input type="checkbox"/>	4. Cal Green Checklist – 8 ½ x 11 version, signed by Homeowner, Designer and Third Party Rater. (2019 Calgreen Residential Mandatory Measures)
<input type="checkbox"/>	5. Title 24 Energy Calculations
<input type="checkbox"/>	6. Structural calculations
<input type="checkbox"/>	7. Truss Calculations – required at the time of submittal for all projects using trusses
<input type="checkbox"/>	8. Geotechnical/Soils Report (for ADUs with basements. See item #7 on the Residential Submittal Requirements handout for the Geotech requirements)
<input type="checkbox"/>	9. Spec Sheets and Electrical Load Calculations (for purposed equipment i.e. Heat pumps, Air conditioners, water heaters, etc.)
<input type="checkbox"/>	10. ADU Plan Set Consist of Following:
Sheet No. _____	A. Cover Sheet: <ul style="list-style-type: none"> <input type="checkbox"/> Vicinity Map (clear and legible) <input type="checkbox"/> Sheet index <input type="checkbox"/> Type of construction <input type="checkbox"/> Occupancy classification (R-3) <input type="checkbox"/> Table of Contents and Project Summary Tables (see examples starting on page 8) <input type="checkbox"/> Preparer's Name, Title and Registration (if applicable), Address, Phone Number <input type="checkbox"/> Project Name, Address, Assessor Parcel Number; Property Owner's Name, Address, Phone Number <input type="checkbox"/> Note on plan: Project to comply with the 2019 CBC, 2019 CEC, 2019 CMC, 2019 CPC, 2019 CA Energy Code, 2019 CA Green Building Standards Code and Los Altos Municipal Code

Sheet No. _____	<p>B. Site Plan ($\frac{1}{8}'' = 1'$ scale):</p> <ul style="list-style-type: none"> <input type="checkbox"/> North arrow <input type="checkbox"/> Full parcel, lot dimensions, property lines, interior lot lines if applicable, and edge of street pavement, and street name/s. <input type="checkbox"/> Footprint and size of proposed ADU, existing structures to remain and existing structures to be removed <input type="checkbox"/> Required building setbacks per the zone district and proposed building setbacks <input type="checkbox"/> Location, size, type and dripline of all existing trees (greater than 4" in diameter) and all existing landscape screening <input type="checkbox"/> Location and type of easements and all utilities (e.g. electric panel, sewer connection, water meter) <input type="checkbox"/> Relative locations of structures on adjacent properties <input type="checkbox"/> Hardscape (e.g. driveway, walkways, patios) <input type="checkbox"/> Daylight plane reference points (if necessary) <input type="checkbox"/> Locations of closets fire hydrants closest to the project. Indicate distance from closest hydrant to the farthest ADU exterior wall using 3' clear path of travel. <input type="checkbox"/> Location and setbacks of air conditioning unit(s) and any other outdoor mechanical equipment. AC equipment must comply with the City's Noise Control Ordinance. Please refer to the Air Handling Equipment/Air Conditioning Unit Setback Guidelines handout
Sheet No. _____	<p>C. Architectural Plans ($\frac{1}{4}'' = 1'$ scale):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing and New Architectural Floor plans including adjoining rooms with dimensions <input type="checkbox"/> Exterior Elevations, including: <ul style="list-style-type: none"> • Roof height and pitch, wall plate height, and finished floor height from existing and finished grade on each side • Overall height measured from natural grade to highest point of the roof • Daylight plane from existing grade at the side property lines shown at the highest point of the structure • Exterior building materials, including architectural details (trim, siding, windows, etc.) • For properties in flood zones A, AE, AH, or AO, please contact with the Flood Administrator for required information related to flood prevention. <input type="checkbox"/> Roof Plan showing roof pitch and, for additions/remodels, show existing roof structure to remain, existing roof structure to be removed/rebuilt, and new roof structure <input type="checkbox"/> Typical Cross Sections in each direction (one perpendicular from the other) taken from the highest ridge, showing existing and proposed grades, finished floor heights, wall plate heights, and building height to existing or proposed grade (whichever is lower)
Sheet No. _____	<p>D. Grading and Drainage Plan ($\frac{1}{8}'' = 1'$ scale):</p> <p><u>For ADUs of greater than 750 square feet, the Grading and Drainage Plan is required to be prepared by a registered civil engineer.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Location and elevation of benchmarks <input type="checkbox"/> Elevation at street and neighboring property lines <input type="checkbox"/> Pad and finished floor elevations <input type="checkbox"/> Existing and proposed contours, and drainage pattern

	<input type="checkbox"/> Location of all trees proposed to remain (as identified in the Tree Protection Plan) <input type="checkbox"/> Stormwater management measures to retain stormwater on site in accordance with the City's Best Management Practices <input type="checkbox"/> Underground utilities – existing and proposed <input type="checkbox"/> Top and toe of creek bank, and 100-year flood elevation, if applicable
Sheet No. _____	E. Site Survey <input type="checkbox"/> A site survey prepared by a licensed land surveyor is required for all ADUs and additions that are proposed within five feet of any property lines or if the subject site is irregularly shaped or if the location of a property line is unclear.
	F. Floor Area and Coverage Calculation Diagram <i>(see example on back page)</i> <input type="checkbox"/> Floor area is measured to outside edge of wall and includes all space enclosed by four walls (habitable space, non-habitable space, attached carports, accessory structures) <input type="checkbox"/> Lot coverage includes footprint of structure and covered porches, chimney footprints outside the main wall, gazebos, trellises and any structures over six feet in height <input type="checkbox"/> Identify square footage of additions, converted space and any structures to be removed
Sheet No. _____	G. Landscape Plan <i>The project may be subject to the City's Water Efficient Landscape Ordinance. See separate handout for additional information.</i> <input type="checkbox"/> Show all proposed front yard (and exterior side yard) landscaping, street trees and hardscape improvements, if any <input type="checkbox"/> Identify any existing landscaping, trees, and ever-green screening vegetation to remain
Sheet No. _____	H. Tree Protection Plan <i>Identify all trees over four inches in diameter measured at 48 inches above natural grade and provide the following details:</i> <input type="checkbox"/> Number all trees on the site plan <input type="checkbox"/> Provide a table identifying the size and species of trees, and whether they are to be removed or retained <input type="checkbox"/> A certified arborist report may be required if the ADU or proposed addition falls within the inner 2/3rds of the dripline of any tree(s) that are to be retained <input type="checkbox"/> List any protective measures recommended by the certified arborist (distances to be maintained from trees, pruning instructions, protective fencing, etc.) on the plan
Sheet No. _____	I. Structural Plans: <input type="checkbox"/> Structural design criteria (design load, wind, seismic, etc.) on plan <input type="checkbox"/> Foundation and Structural Floor Framing plans <input type="checkbox"/> Structural Material Specifications <input type="checkbox"/> Structural and Architectural Details <input type="checkbox"/> Shear Wall and Holdown Plan including table of wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns, and bolts
Sheet No. _____	J. Roof Framing and Truss Plans: <input type="checkbox"/> Roof Framing Plan - Show truss layout. Specify collector load. Show support for girder

	<p>trusses.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Truss Plan - Reviewed and stamped approved by responsible design professional. Show all truss calculations and details. Calculations and details not transferred to the plans must be stamped and signed by an engineer or architect licensed by the State of California. <input type="checkbox"/> Detail Sheet - Show all truss splices, connections, plate sizes and hangers. Specify the truss manufacturer and truss identification numbers. Provide truss framing key plan that matches the room framing plans with all types of trusses identified on the plan. (CRC R802.10) <p><i>Note: No deferred submittal of truss calculations/drawings is allowed.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Show all trusses including gable bracing and bridging
Sheet No. _____	<p>K. Mechanical, Plumbing and Electrical Components:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fixture schedule <input type="checkbox"/> Main panel size and location, including subpanel(s) <input type="checkbox"/> Location of HVAC equipment and size, noting BTU/HR output <input type="checkbox"/> Location of plumbing fixtures, listing all required dimensions <input type="checkbox"/> Show all equipment, outlets, smoke/carbon monoxide alarms, switches, luminaires, etc. on the plan sheets <input type="checkbox"/> Location and type of water heating system <input type="checkbox"/> Gas pipe schematic
Sheet No. _____	<p>L. Detail Sheets (as applicable. All Details and Sections Should Cross Reference.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Window Schedule detailing egress, safety glazing, and any skylight-approved listing numbers <input type="checkbox"/> Door Schedule listing sizes and types <input type="checkbox"/> Flashing: Vertical and Vertical-to-Horizontal Junctures of Materials <input type="checkbox"/> Post and Girder Connections <input type="checkbox"/> Roof: Eaves, Overhangs, Rakes and Gables with dimension eave projections and their distance to property line. <input type="checkbox"/> Handrails, Guardrails and Support Details <input type="checkbox"/> Structural Wall Sections with Details at Foundation, Floor and Roof Levels. Include a detailed exterior wall section showing a weather-resistant exterior wall envelope. Specify the construction including type of materials, thickness, sizes, spacings, etc. per CRC R703. <input type="checkbox"/> Stairway Rise and Run, Framing, Attachment and Dimensions of Members <input type="checkbox"/> Shear Transfer Details and Holdown Bolt Details

Examples

For ADUS of 850 Square Feet or Less

ADU ZONING COMPLIANCE TABLE

	Proposed ADU	Allowed/Required
FLOOR AREA: (including basement and attic)	_____square feet	_____square feet
SETBACKS:		
Front	_____feet	_____feet
Rear	_____feet	_____feet
Right side(1st/2nd)	_____feet / _____feet	_____feet / _____feet
Left side (1st/2nd)	_____feet / _____feet	_____feet / _____feet
To the primary dwelling	_____feet	_____feet
ROOF OVERHANG AREA: (Applicable where roof overhangs are extended four feet or greater)		
Size	_____square feet	_____square feet
Lot Coverage:	_____%	_____%
HEIGHT:	_____feet	_____feet

LOT CALCULATIONS

NET LOT AREA:	_____square feet
FRONT YARD HARDSCAPE AREA: <i>Hardscape area in the front yard setback shall not exceed 50%</i>	_____square feet (_____%)
LANDSCAPING BREAKDOWN:	Total hardscape area (existing and proposed):_____sq ft Existing softscape (undisturbed) area: _____sq ft New softscape (new or replaced landscaping) area:_____sq ft <i>Sum of all three should equal the site's net lot area</i>

For ADUS of 851 Square Feet or Greater

ADU ZONING COMPLIANCE TABLE

	Existing	Proposed	Allowed/Required
LOT COVERAGE: <i>Including covered area over 6 feet in height and roofing overhang extended four feet and greater</i>	_____square feet (____%)	_____square feet (____%)	_____square feet (____%)
FLOOR AREA: <i>Measured to the outside surfaces of exterior walls</i>	_____square feet (____%)	_____square feet (____%)	_____square feet (____%)
SETBACKS: Front Rear Right side(1st/2nd) Left side (1st/2nd) To the primary dwelling	_____feet _____feet _____feet/____feet _____feet/____feet _____feet	_____feet _____feet _____feet/____feet _____feet/____feet _____feet	_____feet _____feet _____feet/____feet _____feet/____feet _____feet
HEIGHT:	_____feet	_____feet	_____feet

SQUARE FOOTAGE BREAKDOWN

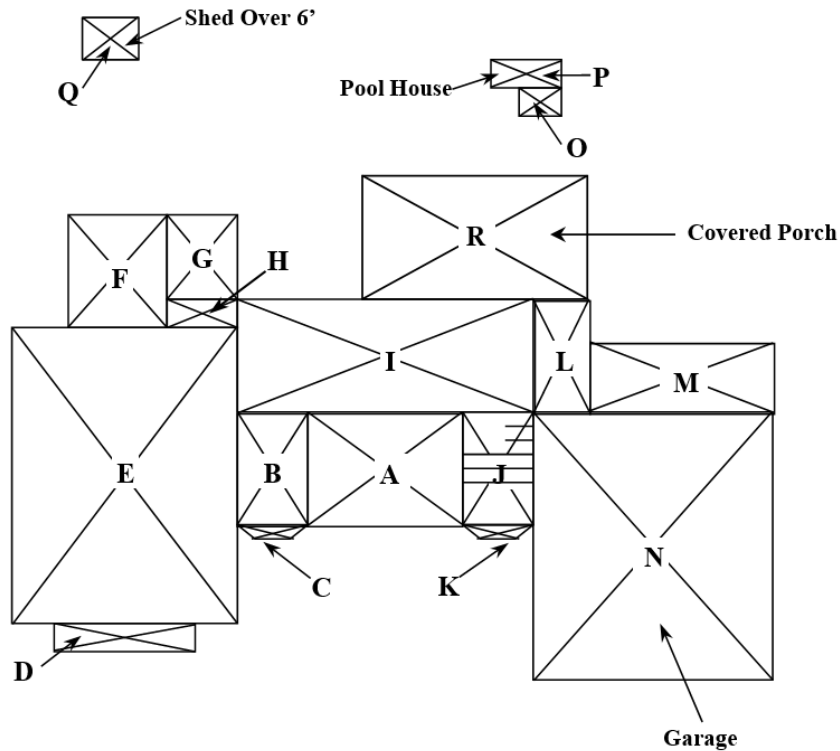
	Existing	Change in	Total Proposed
HABITABLE LIVING AREA: <i>Includes habitable basement areas</i>	_____square feet	_____square feet	_____square feet
NON- HABITABLE AREA: <i>Does not include covered porches or open structures</i>	_____square feet	_____square feet	_____square feet

LOT CALCULATIONS

NET LOT AREA:	_____square feet
FRONT YARD HARDSCAPE AREA: <i>Hardscape area in the front yard setback shall not exceed 50%</i>	_____square feet (____%)
LANDSCAPING BREAKDOWN:	Total hardscape area (existing and proposed):_____sq ft Existing softscape (undisturbed) area: _____sq ft New softscape (new or replaced landscaping) area:_____sq ft <i>Sum of all three should equal the site's net lot area</i>

Floor Area and Coverage Calculations Diagram

The minimum acceptable scale is $\frac{1}{8}"=1'$ (this Example is not to scale).



FIRST STORY

FLOOR AREA AND COVERAGE CALCULATIONS

<u>Section</u>	<u>Dimensions</u>	<u>Area</u>	<u>Section</u>	<u>Dimensions</u>	<u>Area</u>
A	(10' x 10')	100 sq. ft.	J	6' x 10'	60 sq. ft.
B	6' x 10'	60 sq. ft.	K	$[(6' + 4')/2] \times 2'$	10 sq. ft.
C	$[(6' + 4')/2] \times 2'$	10 sq. ft.	L	5' x 10'	50 sq. ft.
D	18' x 2' 6"	45 sq. ft.	M	15' x 8'	120 sq. ft.
E	26' x 34'	884 sq. ft.	N	22' x 26'	572 sq. ft.
F	11' x 14' 4"	158 sq. ft.	O	7' x 8'	56 sq. ft.
G	9' x 12'	108 sq. ft.	P	10' x 4' 2"	42 sq. ft.
H	9' x 2' 4"	21 sq. ft.	Q	8' x 6'	48 sq. ft.
I	22' x 14'	308 sq. ft.	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> TOTAL FLOOR AREA = </div>		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 2,652 sq. ft. </div>
			R	20' x 15'	300 sq. ft.
			<div style="border: 1px solid black; padding: 2px; display: inline-block;"> TOTAL COVERAGE = </div>		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 2,952 sq. ft. </div>